

# JOB OPPORTUNITY



AMERICAN EMBASSY KINSHASA

**An Equal Opportunity Employer**

Human Resources Office, 498 Ave Lukusa, Kinshasa

Phone 081-8806193; e-mail: HRKinshasa@state.gov

**ANNOUNCEMENT NUMBER: 11-51**

**OPEN TO:** All interested candidates  
**POSITION:** **Administrative Clerk (Logistics), FSN-105-6; FP-8**  
**OPENING DATE:** August 17, 2011  
**CLOSING DATE:** August 31, 2011  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** Information on salary may be obtained from the Human Resources Office  
(Position Grade: FP-8 to be confirmed by Washington)

**ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

*The U.S. Embassy in Kinshasa is seeking an individual for the position of Administrative Clerk (Logistics) in the Center for Disease Control and Prevention (CDC) Agency.*

## **BASIC FUNCTION OF POSITION**

Under the direct supervision of the CDC Operations Manager, incumbent provides administrative support services, including but not limited to administrative support, responsible for logistical assistance to assure that the agency attains its planned objectives without delays and postponements. The incumbent tracks incoming CDC shipments and follows up with shipping and customs to ensure timely release and delivery. The incumbent prepares and follows up on all work orders related to CDC vehicles, residences and offices. S/He is responsible for extensive travel scheduling and coordination. S/He serves as motor pool dispatcher for the CDC DRC office.

*A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.*

## **QUALIFICATIONS REQUIRED**

*NOTE: Applicants must provide specific and comprehensive information to support each criteria below:*

**Education:** Completion of at least two years of full time post secondary study at college or university in business administration or secretarial studies is required.

**Experience:** Three years of experience in administrative support and general office management is required.

**Language Proficiency:** Level III (Good Working Knowledge) English is required. Level IV French and at least one Congolese language is required.

**Knowledge:** Must have general knowledge of the CDC implementing partners in DRC, knowledge of the government of DRC and other key DRC NGOs involved in HIV/AIDS programs in DRC. Jobholder must know CDC and embassy policy and procedures for official travel and for petty cash. Must know how to enter work order requests in the embassy system and to follow up to ensure work is completed in a timely manner. Must have an understanding of the structure of the health system in DRC and the role of the national HIV control program (PLNS).

**Skills and Abilities:** Must have good computer skills, including knowledge of Microsoft Office: Word, Excel and Internet usage. Must be able to distinguish unanticipated problems that merit immediate interruption of scheduled activities. Ability to follow detailed instructions in operations manuals and directives; be customer service oriented; strong interpersonal communication and negotiating skills.

## **SELECTION CRITERIA**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule. The candidate must be able to obtain and hold security clearance.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

Application for U.S. Federal Employment, [DS-174 - Job Application Form](#) or

1. A current resume or curriculum vitae that provides the same information as a DS-174;
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **DEFINITIONS**

1. AEFM: A U.S. citizen, at least 18 years of age, who is eligible for employment on a Family Member Appointment (FMA) provided s/he::
  - Is listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

**The US Mission is an equal opportunity employer.**

**CLOSING DATE:** August 31, 2011

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